University of Massachusetts Amherst
On Campus Graduate Assistantship Vacancy Notice

Type of Appointment: Internship

Application Deadline: Complete and email the application form (found at the end of this notice), your resume and cover letter to gasearchse@umass.edu by the Extended Applicant Priority Date of 4/13/18 to ensure consideration. Applications received after the priority date may be reviewed if need be. This notice will remain posted and applications will be accepted until the position is filled.

Job Description (No Clerical duties permitted):

Note: Student Affairs and Campus Life (SACL) is committed to providing meaningful assistantship experiences for graduate students, particularly when these experiences enhance SACL priorities and are relevant to the pursuit of a graduate assistant's professional goals. It is within this context that SACL makes this assistantship available

Title: Graduate Intern/Director Student Union Art Gallery (SUAG)

Supervisor: Director of the Student Union Craft Center

General Summary of Position

Within the Student Engagement and Leadership (SEL) department, be responsible for the SUAG, a student-led, interdisciplinary community exhibition space and student agency comprised of the graduate assistant/Director with 10-12 undergraduate staff members, and producing 12-14 exhibitions per academic year, with additional programming, such as, performances, lectures and events. Facilitate development of and supervise the undergraduate staff; facilitate development of student-led exhibitions/project initiatives; strategically coordinate, manage and implement efforts, including fundraising and outreach, to actualize the programming schedule; collaborate with student communities, local and regional artists, faculty members, alumni and UMass departments during the academic year to foster campus culture; assist students and community members in making diverse voices visible in our broader UMass community. This internship provides an opportunity to utilize arts management techniques. Reappointment is dependent on department need, satisfactory performance evaluation, experience, academic standing, and funding availability. Appointment is for the stated appointment term only and there is no guarantee of appointment renewal.
Required Duties

1. Organize, coordinate, and plan exhibits; develop ancillary programming such as gallery talks, musical events and other artistic uses of gallery space. Collaborate with registered undergraduate and graduate student organizations, academic and administrative departments, and other campus organizations to coordinate gallery shows with their events when appropriate.
2. Hire, train, and supervise student staff and interns; prepare and update job descriptions. Serve as liaison to faculty sponsors of academic interns. Organize student job duties and schedules as possible to accommodate student staff career interests and program of study.
3. Provide for organizational development needs, e.g., review and amend mission statement, constitution, and gallery policies, ensuring student participation as a Student Government Association (SGA) agency.
4. Responsible for public relations; serve as liaison to artists, exhibitors, etc., in all curatorial aspects of exhibits.
5. Develop a yearly budget; develop and write grants, prepare special funding applications. Prepare budget requests to Graduate Student Senate, SGA, SEL, UMass Arts Council, and other funding sources.
6. Manage budget expenditures for operations, maintenance, and programming; prepare purchase requests and authorize invoice payments, ensuring compliance with SEL policy.
7. Manage facilities, security, and environmental health & safety (EH&S) needs: maintain relationship with Campus Center/Student Union building operations and EH&S personnel; place work orders; request personnel keys.
8. Maintain computer records of all programming, operational, and administrative matters.
9. Prepare semester program reports to supervisor for use in SEL, SACL, and Trustee reports
10. Refer to supervisor with questions and for assistance.

Compliance Requirements

Graduate students filling assistantships in Student Affairs and Campus Life have specific expectations placed on them as employees of the University of Massachusetts Amherst. Among these is the requirement to fulfill reporting responsibilities as prescribed and required under applicable federal and State laws. These include but may not be limited to requirements under Title IX; Clery Act; FERPA; HIPPA; Massachusetts Conflict of Interest laws. Additionally, this applies to adhering to University policies and agreements (e.g., collective bargaining agreement).

Fulfilling these expectations includes addressing and reporting related violations by students, staff, faculty or others. Related training will be provided to all SACL graduate assistants. These expectations may be amended in conjunction with changes in Federal and/or State mandated reporting requirements, and/or University policies or agreements. Graduate students unwilling to meet these requirements are not eligible for appointment to a SACL graduate assistantship.
Experience Required:
Minimum Required Qualifications

1. Enrollment as graduate student in good standing during entire term of appointment.
2. Eligibility for appointment to this assistantship, as determined by the Graduate School.
3. Availability to serve the entire assistantship term.
4. Willingness to perform all mandated compliance reporting and related requirements.
5. Graduate student in a related degree program.
6. Arts programming interest; strategic thinking and fundraising ability.
7. Experience in or demonstrated knowledge of gallery procedures and being curator of a show.
8. Time and budget management skills; ability to manage multiple timelines and deadlines.
9. Ability to train and supervise student staff; excellent communication skills; responsive working style
10. Willingness to address diversity issues in all aspects of the gallery.
11. Ability to use, e.g., MS Word, Publisher, and Excel in Windows on personal computer.
12. Ability and willingness to work some evening and weekend hours as necessary.

PREFERRED: Master of Fine Arts or Art History with career goals in arts management.

Additional Information:

Dates of Appointment: From 08/26/18 To 05/25/19

Hours/Wk  20            Stipend $  25.23

How to Apply:       Call ☐  In Person ☐  Submit Resume ☐

Dept. Name : Student Engagement and Leadership/SUAG   Contact Person: Colette Nadeau, Personnel Coordinator

E-Mail contact: cnadeau@umass.edu

Bldg. Address:  321 Berkshire House   Phone: 413/545-3604